

SNOHOMISH COUNTY PUBLIC FACILITIES DISTRICT
PUBLIC FACILITY DISTRICT MEETING MINUTES
EDMONDS CENTER FOR THE ARTS
410 4th Ave N, Edmonds, WA 98029
October 23, 2014
3:00 P.M.

Board:

Boyd McPherson, District #1
Travis Snider, Chairman, District #4
Bruce Gandal, District #2
Debbie Emge, District #5
Steve Shelton, District #3

Interested Parties:

Arif Ghouse, Snohomish County Airport
Bonnie Hilory, Future of Flight
Joe McLalwain, Edmonds Center for the Arts
Grant Dull, Lynnwood Convention Center
Rick Comeau, Xfinity Arena

Staff:

Doug Ferguson, Anderson Hunter
Sharyl Raines, Snohomish County Finance Department
Nancy Miller, Snohomish County Finance Department
Amy Powell, Snohomish County Public Works

Call to Order

Travis Snider called the meeting to order at 3:09 p.m.

Public Comment

No public comments.

Approval Items

Approval of minutes from July 24, 2014 meeting moved to next meeting to allow board members additional time to review.

After review of the vouchers, Boyd McPherson moved to approve the vouchers for July, August, and September, 2014 in the amount of \$499,247.64. Steve Shelton seconded the motion and it passed unanimously.

SNOHOMISH COUNTY PFD MEETING MINUTES

October 23, 2014

The following vouchers/warrants are approved for payment:

Disbursements:

Fund X10

Voucher/warrant numbers in range: 1819440 through 1819824 Total \$163,578.93

Voucher/warrant number in range: 1821015 through 1821560 Total \$350.00

Voucher/warrant numbers in range: 1824577 through 1824920 Total \$163,578.93

Voucher/warrant numbers in range: 1828030 through 1828350 Total \$163,578.93

Voucher/warrant numbers in range: 5003820 through 5004193 Total \$5,219.85

Voucher/warrant number 1822804 Total \$2,941.00

Financial Report and New Business

Nancy Miller presented the financial reports. Year to date sales tax growth has decreased a small amount for Q3, compared to Q1 & Q2. Q1 & Q2 showed about 10% growth over the prior year. Services decreased some for Q3, but we don't know the particular reason for the decrease overall.

The first check for Tier II disbursements went out in May, and the second check will go out November 1. We estimate the 2015 Tier II disbursement will be about 153k, but could be a little higher depending on revenues.

In looking at the 2014 Budget vs. Actuals for Q3, the actuals are coming in a little higher than anticipated. This is due to the increase in administrative costs and legal fees for the Public Records work. There is a decrease in insurance costs for Enduris due to a decrease in premium cost.

Project Financial Updates

Edmonds Center for the Arts – Joe McIlwain

- We just hosted the Red Carpet Gala and raised 255k; revenue was down some from previous year; likely due to a few key members who are usually attend not being able to attend.
- Getting some support from Rick Steves
- Need to expand our community outreach beyond Edmonds
- Received a grant from Boeing for outreach work and looking for other large commercial outreach opportunities
- Our gymnasium issue is a larger issue than expected and if we can't perform an immediate repair we will have to close the facility
- We will meet as a board in December to finalize a strategic plan for the Center
- Will have to borrow money from Edmonds to start making bond payments
- Community block grant recipient to create ADA bathrooms on the main floor

Comcast Arena – Rick Comeau

SNOHOMISH COUNTY PFD MEETING MINUTES

October 23, 2014

-
- We had a recent name change to Xfinity Arena; new marquee signs going up on the building
 - Cannibas Cup was a very successful event; local restaurants and hotel did very well as a result
 - Circus attendance was down from last year
 - The fall home show went very well
 - Demi Lavato, a Live Nation event, was a success
 - We also hosted a Endurcross which is a huge event for Xfinity Arena
 - Unfortunately, the Philip Phillips concert was not as well attended as hoped
 - Silvertips are running promotions to increase weekday game attendance
 - We are working with the Silvertips to promote all games
 - Complete LED lighting upgrade in the main bowl; big hit with the Silvertips; will start to see some savings with PUD utilities
 - New IT company came in and it was discovered the entire system and network in the facility is majorly outdated; we are looking at update costs
 - Financially we are better than last year; increase in event income and shows have been more successful

Future of Flight – Arif Ghouse and Bonnie Hilory

- Gala attendance was a little low; but money contributions were strong; attendance low because other competing gala events
- Hand delivering education packets about the FOF to schools; speaking with administrators & educators; packets are not going to students
- Education program is opening the FOF to more people, not just schools defined by grant funds
- Financially we are up; 28% for events; 11% for tours; passing last year's numbers
- Improvements being made – working to eliminate fee for lockers; installing three times more lockers; should hopefully improve visitor experience
- Board approved strategic plan; looking to grow board from 24 to 36; we are fixing exhibits and endowing education
- Attendance about 280k visitors; somewhat limited because it's a timed experience
- Adding about 110 parking stalls

Lynnwood Convention Center –Grant Dull

- Looking at a vaping convention
- Expect to break even in 2015
- In process of refinancing our debt; before we can refinance the City of Lynnwood and Snohomish County have to okay the refund of our debt; Lynnwood has signed off; waiting for County
- Convention center is doing well, but shopping center is not
- Shopping center budgeted to earn \$1,000,000 but will be lucky to get half of that
- Projecting 1% increase in sales tax next year

New Business

SNOHOMISH COUNTY PFD MEETING MINUTES

October 23, 2014

2015 Meeting Locations

Debbie Emge suggested the County again. Boyd McPherson moved to have the 2015 Public Facilities District meetings at the Snohomish County main campus at 3000 Rockefeller Ave. Debbie 2nd the motion.

Travis dismissed those not required to stay. Board members and County staff stayed.

Admin Services Agreement

This agreement is more complicated than before because of Public Records Act requirements. There are also changes to some roles for board members. The board still has another 12-14 years to go.

Doug Ferguson – The County Council chartered the Public Facilities District, and the current administrative agreement expires at the end of 2014. Previously the agreement has been silent on the Public Records Act and the County doesn't want the responsibility for PRA for the board. The Board either needs to hire an employee or come to a new agreement. There has not been an appointed Public Records Officer, but the board needs to appoint one.

Sharyl Raines – This PFD board is a unique entity and it is a separate legal entity. In fact, this is the only board like this for the County. Someone from the board needs to be the Auditing Officer.

Debbie Emge – There are companies that will fulfill the role of the public records office; usually law firms or paralegals.

Debbie proposed to solicit public records contract information for the board. Boyd moved to approve; Steve 2nd the motion.

At Travis' suggestion the board should have a special meeting to further discuss the new policies and procedures. The Board decided to continue the meeting on December 11th from 3:00 pm to 5:00 pm at the main County building.

Travis adjourned the meeting at 5:25 p.m.

SNOHOMISH COUNTY PUBLIC FACILITIES DISTRICT
PUBLIC FACILITIES DISTRICT MEETING MINUTES
SNOHOMISH COUNTY MAIN CAMPUS
3000 ROCKEFELLER AVE, EVERETT, WA 98201

DECEMBER 11, 2014
CONTINUATION FROM OCTOBER 23, 2014 MEETING
3:00 P.M.

SNOHOMISH COUNTY PFD MEETING MINUTES
October 23, 2014

Board:

Boyd McPherson, District #1
Travis Snider, Chairman, District #4
Debbie Emge, District #5
Steve Shelton, District #3

Staff:

Doug Ferguson, Anderson Hunter
Sharyl Raines, Snohomish County Finance Department
Nancy Miller, Snohomish County Finance Department
Amy Powell, Snohomish County Public Works

Call to Order

Travis Snider called the meeting to order at 3:04 p.m.

Public Comment

No public comments.

Continued New Business

Public Records & Administrative Services Agreement

Doug Ferguson suggested the Board possibly hire a temp or pay the County to go through historical PFD files; organize and convert to electronic for website posting. Making the records more easily accessible to the public. To have the County perform this work, the Board should reimburse them at a reasonable rate. This rate will depend on the staff person completing the work.

Hiring a paralegal or a law firm to receive and process any PRR would be a good option; there will likely be a retainer fee for this service.

Each board member should establish a separate G-Mail email account and it should be used for PFD business only. The board member designated as the PRO should have the log in information for each account. The board will need to take action to approve this change.

The County is now okay with the Administrative Services Agreement with the PFD. Language has been changed regarding PFD records to now say "going forward".

Boyd McPherson moved to adopt the Administrative Services Agreement, Resolution 2014-12-11-01. Debbie Emge seconded the motion. Passed unanimously.

Debbie Emge moved to adopt Public Records Resolution 2014-12-11-02. Boy McPherson seconded the motion. Passed Unanimously.

SNOHOMISH COUNTY PFD MEETING MINUTES
October 23, 2014

Debbie Emge motioned to set up Gmail accounts for all PFD communications for each board member. Boyd McPherson seconded the motion. Passed unanimously.

Boyd McPherson volunteered to be the Public Records Officer (PRO) for the Board. Debbie Emge moved to make Boyd the PRO. Steve Shelton seconded the motion. Passed unanimously.

Auditing Officer

The Auditing Officer should be reviewing the PFD payments on a monthly basis. They should either be coming to the County monthly or review the records electronically. An Auditing Officer needs to be determined as well. Steve Shelton volunteered as long as he could review the records electronically.

Debbie Emge moved to make Steve Shelton the PFD's Auditing Officer. Boyd McPherson seconded the motion. Passed unanimously.

Public Records Professional Services Agreement

Doug Ferguson is working with a law firm to establish an agreement for providing Public Records Request services. He made a recommendation to the board to authorize one of the board members to sign the agreement with advice of counsel.

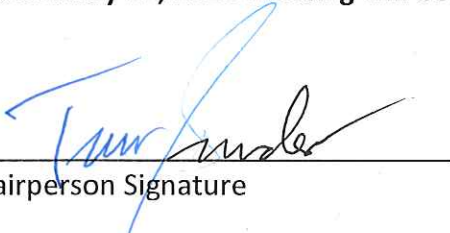
Debbie Emge motioned to accept the draft agreement presented to the board today and authorizing Travis Snider to sign on behalf of the board. Boyd McPherson seconded the motion. Passed unanimously.

Board Presidency

Travis Snider would like to transition the presidency of the Board in January 2015. Steve Shelton has shown interest in the position. This will be discussed at the next meeting.

Travis adjourned the meeting at 4:00 p.m.

The January 22, 2015 meeting will be held at the Snohomish County main campus.


Chairperson Signature


Date